**New Starter Form**

Please complete all sections of this form accurately and honestly. Any untruthful or inaccurate responses, including by omission, could negatively affect your recruitment with MMF. Once complete, please return to: [recruitment@mmf.org.uk](mailto:recruitment@mmf.org.uk) at your earliest convenience.

**About You**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | Please select. | | **Space to specify:**  Click or tap here to enter text. |
| **Full Name**  *(as it appears on your passport, including all middle names)* | Click or tap here to enter text. | | |
| **Previous Names**  *(if applicable)* | Click or tap here to enter text. | | |
| **Preferred Name / Known As**  *(if applicable)* | Click or tap here to enter text. | | |
| **Preferred Pronouns** | Please select. | **Space to specify:**  Click or tap here to enter text. | |
| **Date of Birth** | Click or tap here to enter text. | | |

**Contact Details**

|  |  |
| --- | --- |
| **Phone - Primary** | Click or tap here to enter text. |
| **Phone – Secondary (e.g. landline)** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Postal Address** | Click or tap here to enter text. |

**Next of Kin**

Please give the details of who you would like us to contact in case of emergency.

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| **Next of Kin Name** | Click or tap here to enter text. |
| **Relationship to You** | Click or tap here to enter text. |
| **Phone 1** | Click or tap here to enter text. |
| **Phone 2**  *(optional)* | Click or tap here to enter text. |

**Medical / Allergies**

Please let us know of any medical conditions or allergies that we should be aware of, including any current treatment or In Case of Emergency plans.

*NB: We are asking this to better enable us to keep you safe at work. You are not obliged to inform us of any medical conditions if you do not wish to do so.*

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| **Any Allergies** | Click or tap here to enter text. |
| **Any Medical Conditions**  *(including any action to be taken by MMF in case of emergency)* | Click or tap here to enter text. |

**Reasonable Adjustments / Additional Needs**

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| **Do you require any adjustments or accommodations to support you in your work?** | Please select. |
| **If yes, please provide details** | Click or tap here to enter text. |

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| **Do you wish to tell MMF about any additional needs you have or instances of neurodivergence?**  *We are asking this to better support you in your role with us, you are not obliged to respond if you do not wish to do so.*  *If yes, please let us know of any specific barriers you face or strategies that you find successful.* | Click or tap here to enter text. |

**Citizenship / Right to Work**

|  |  |
| --- | --- |
| **Nationality** | Click or tap here to enter text. |
| **UK Residence Status**  *(e.g. ‘Pre-settled status’, ‘UK Citizen’ etc)* | Click or tap here to enter text. |
| **Leave to Remain Until (Date)**  *(if applicable)* | Click or tap here to enter text. |
| **Right to Work Status / Limitations**  *(if applicable)* | Click or tap here to enter text. |
| **Right to Work Until (Date)**  *(if applicable)* | Click or tap here to enter text. |

**Overseas Police Check**

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| **Have you lived abroad for a period of 3 months of more in the last 5 years?** | Please select. |
| **If yes, please provide details** | Click or tap here to enter text. |

**NI / Tax Reference**

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| **National Insurance Number** | Click or tap here to enter text. |
| **Do you have a self-employed Unique Tax Reference (UTR) Number?**  *You don’t need to provide us with your UTR, just confirm if you have one. You will be required to obtain one if undertaking self-employed work for us.* | Please select. |

**Teacher Reference Number**

|  |  |
| --- | --- |
| **If you hold Qualified Teacher Status in the UK, please provide your Teacher Reference Number (TRN)**  *(leave blank if not applicable)* |  |

**DBS Disclosure**

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| --- | --- |
| **Do you have any previous criminal convictions that might appear on your Enhanced DBS check?** | Please select. |
| **If yes, please provide details** | Click or tap here to enter text. |

**Keeping Children Safe in Education (KCSiE) Declaration**

All staff working with children in Merton schools and Music Centres must read at least ‘Part 1’ and are encouraged to read ‘Annex B’ of the most recent publication of KCSiE, which can be found online: <https://www.gov.uk/government/publications/keeping-children-safe-in-education>

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| **I declare that I have read at least ‘Part 1’ of the most recent publication of Keeping Children Safe in Education** | Please select. |

**Prevent Duty Declaration**

MMF is required to ensure that staff and volunteers working on its behalf are aware of their responsibilities under the Prevent Duty.

More information can be found here: <https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course>

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| I confirm I am aware of my responsibilities under the Prevent Duty and have been sent training materials to support me to recognise vulnerability to being drawn into terrorism and the available programmes to deal with this issue. | Please select. |

**Please review the other documentation required on the next page.**

**Other Documentation**

You are required to submit the following documentation in person to be verified by a member of our team. Please contact us to arrange this at your earliest convenience: [recruitment@mmf.org.uk](mailto:recruitment@mmf.org.uk) / 020 8640 5446

* A current Enhanced DBS certificate, if you have one. The DBS should be for the position: ‘Child Workforce Tutor’ or similar, contain Children’s Barred List information, have been issued within the last 3 years or be part of the DBS Update Service. If you do not have a valid DBS, please request an appointment to apply for one via MMF (a £65 tax-deductible fee applies for self-employed teaching staff).
* Your passport, or full birth certificate
* Two forms of proof of address, such as a bank statement or utility bill dated within the last 3 months, your drivers license, a rental agreement etc. (digital submission acceptable, if necessary)
* The original copies of your qualifications.
* If you are not a British Citizen, you will need to provide evidence of your Right to Work and/or Leave to Remain

**Digital Submission**

Please provide the following along with this completed form via email to: [recruitment@mmf.org.uk](mailto:recruitment@mmf.org.uk)

* A colour photograph of yourself against a plain background, for your MMF ID badge (a good quality selfie will suffice).
* Certificate of completion of a Level 2 Child Protection / Safeguarding course from within the last year. A headed letter from a school/college that confirms your attendance and outlines the title of the course, the training provider and date of completion will suffice. *NB: See note below\**

***\*Child Protection / Safeguarding Training***

*MMF delivers annual Child Protection / Safeguarding training for its tutors in September each year. Sessions are free and often combined with our annual Tutor Conference, for which tutors can claim an attendance fee.*

*If you have not got current, valid safeguarding certification it is possible to complete an*[*accredited online course*](https://www.educare.co.uk/courses/child-protection-in-education-music)*and provide the certificate of completion to us. Safeguarding training is a tax-deductible, self-employed cost of business and so it is not permissible for MMF to pay this cost on tutors’ behalf, other than for employed ‘In2Music’ (WCET) tutors.*